

Treasurer – Treasury/Tax Billing

Activity Overview

The Treasurer – Treasury / Tax Billing Activity is responsible for the billing, collection, distribution, investment and disbursement of all money collected by Gallatin County, school districts and special districts. The Treasury activity bills and collects real and personal property taxes for all cities, schools, Gallatin County, State of Montana and special districts; collects miscellaneous revenues; tracks property tax receivables; balances motor vehicle revenues to Department of Justice reports and system; disburses and tracks warrants issued by Gallatin County, school districts, fire districts and other special districts.

The Gallatin County Treasurer-Treasury/Tax Billing activity has four primary functions:

- 1) Tax billing, collection and distribution;
- 2) Miscellaneous revenue collection and distribution (A 101);
- 3) Treasury (bank) for Gallatin County and all Trust and Agency funds of the county (Schools, Fire Districts, Cities (tax collection) etc.);
- 4) Monthly reporting to all trust and agency activities.

Activity Goals

- To find innovative ways to provide our customers the highest quality of service at the lowest possible cost;
- Maintain the highest standards of honesty, integrity and stewardship of the public trust;
- Consideration and planning for “real-time” revenue posting in Treasurer’s Office;
- Achieve “Clean” External Audit with no deficiencies (comments) found in Treasurer’s Office duties;
- Protect the cash and investments of Gallatin County from theft or loss
- Build a positive office atmosphere for staff.

Recent Accomplishments

- Close Treasurers books in a timely fashion;
- Survey customers needs through the use of comment cards;
- Upgraded Software systems; and
- Successful External Audit with minimal problems identified.

GENERAL GOVERNMENT

Treasurer – Treasury/Tax Billing

Activity Budget

Object of Expenditure	Actual FY 2008	Final FY 2009	Actual FY 2009	Start-Up FY 2010	Request FY 2010	Preliminary FY 2010	Final FY 2010
Personnel	\$ 259,833	\$ 286,383	\$ 231,528	\$ 284,569	\$ 289,569	\$ 283,643	\$ 283,642
Operations	75,355	76,556	75,078	92,161	91,111	91,111	91,111
Debt Service	-	-	-	-	-	-	-
Capital Outlay	5,277	15,000	13,362	-	-	-	-
Transfers Out	-	-	-	-	-	-	-
Total	\$ 340,465	\$ 377,939	\$ 319,968	\$ 376,730	\$ 380,680	\$ 374,754	\$ 374,753

Budget by Fund Group

General Fund	\$ 340,465	\$ 377,939	\$ 319,968	\$ 376,730	\$ 380,680	\$ 374,754	\$ 374,753
Special Revenue Funds	-	-	-	-	-	-	-
Debt Service Funds	-	-	-	-	-	-	-
Capital Project Funds	-	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-	-
Internal Service Funds	-	-	-	-	-	-	-
Trust & Agency Funds	-	-	-	-	-	-	-
Total	\$ 340,465	\$ 377,939	\$ 319,968	\$ 376,730	\$ 380,680	\$ 374,754	\$ 374,753

Funding Sources

Tax Revenues	\$ (113,284)	\$ (114,428)	\$ (112,140)	\$ (109,613)	\$ (109,613)	\$ (144,084)	\$ (114,428)
Non-Tax Revenues	568,695	516,995	511,825	601,186	601,186	518,838	516,995
Cash Reappropriated	(114,946)	(24,628)	(79,718)	(114,843)	(110,893)	-	(27,814)
Total	\$ 340,465	\$ 377,939	\$ 319,968	\$ 376,730	\$ 380,680	\$ 374,754	\$ 374,753

Activity Personnel

No. of Positions	FT/PT	Title	FTE
1	Full-Time	Elected Treasurer	1
2	Full-Time	Accountant 1	2
1	Full-Time	Accounting Clerk II	1
1	Full-Time	Administrative Clerk III	1
1	Part-Time	Administrative Clerk	.50

Total Program 5.50

Treasurer – Treasury/Tax Billing

2010 Budget Highlights

Personnel

-

Operations

-

Capital

-

County Commission Goals/Activity Response

The County Commission established a set of overarching goals for the county government. Listed below are the County Commission's goals, followed by the methods by which Treasurer/Assessor is striving to fulfill those goals.

Exceptional Customer Service

- Survey customer needs through use of comment cards.
- Easy access to Information.
- Close Treasurer's Books in a timely fashion.
- Participate in customer service training that is geared to the specific level and customer.
- Real time revenue posting.

Be a Model for Excellence in Government

- Improve public access to public records through electronic media.
- Present a "Statistical Taxation Report" by tax year and by jurisdiction.
- Define and request necessary upgrades to ITax module.
- Tax Bill – Revise tax bill format to respond to often-requested information.
- Identify and correct problems through an internal review of statutory Treasurer Office duties.

Improve Communications

- Questionnaire and informational inserts placed in tax bills.

To be the Employer of Choice

- Create an Office Policy Manual for all employees.
- Implement Target Market for employees with department.
- Retain current staff.

GENERAL GOVERNMENT

Treasurer – Treasury/Tax Billing

WORKLOAD INDICATORS / PERFORMANCE MEASURES

Workload Indicators

Indicator	Actual FY 2007	Actual FY 2008	Estimated FY 2009	Projected FY 2010
1. Monthly inspection of files and reports				
2. Review of monthly budgets				
3. Annual audit reports by External Auditor				
4. Request upgrades are funded and implemented				
5. Number of customers served				
6. Customer Surveys with Positive or Neutral experience				

Performance Measures

Measure	Actual FY 2007	Actual FY 2008	Actual FY 2009	Projected FY 2010
1. Taxes billed	\$95,360,325	\$104,898,357	\$108,500,000	\$
2. Taxes collected	95,415,269	103,785,000	106,330,000	\$
3. Cleared warrants	92,393,347	98,465,163	102,500,000	\$
4. Investment earnings	122,985,897	136,090,145	85,500,000	\$
5. Miscellaneous receipts collected	124,764,429	125,900,000	100,500,000	\$

Comments